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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Management Staff
THRU : Assistant Director for Operations
FROM : Chief, [REDACTED]

DATE: 2 December 1954

SUBJECT: Records Management Survey of the
Division [REDACTED]

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1. This will acknowledge your memorandum of 16 November 1954 and the report of the Records Management Survey conducted on this Division's records and files.

2. [REDACTED] wishes to express its appreciation for the efforts of the Management Staff. The report is admirably prepared and will provide valuable sources of reference and information in the daily administration of the [REDACTED] filing systems and related records management responsibilities.

3. [REDACTED] are to be commended for their contribution to this program. It can be assumed that the cooperation of the Division personnel was in part a consequence of the analysts' intelligent approach to the special needs of the Division. Their assistance will be welcomed at any time in the future.

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